

Celebrating 60 years!

WAEOP Spring Conference— Unlocking Doors of Opportunity

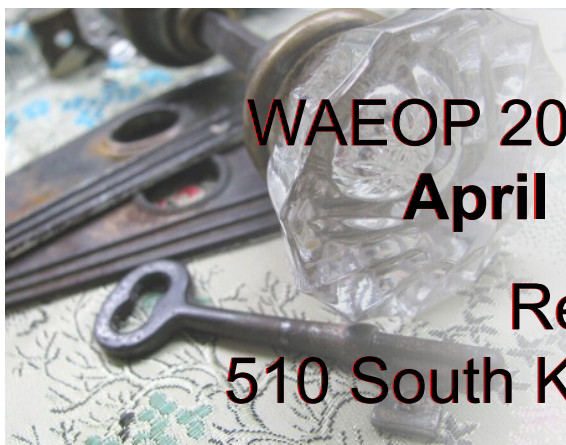
For 60 years, the Washington Association of Educational Office Professionals has been offering support and opportunities for professional and personal growth of office professionals in education through education, leadership, networking, and service.



Featured presenters at this conference include:

- Susan Belliston • Kathy (Lech) Buck
- Tami Collins • Jennifer Gould • Peggy Guinn • Ronnie Larson
- Marilyn Mason • Justin McKaughan • Kim Ratz • Cheryl Smith
- Robin Swecker • Dr. Ismael Vivanco • Dr. Zorn

Please join us at WAEOP's 2016 Spring Conference
as we continue
Unlocking Doors of Opportunity.



WAEOP 2016 Spring Conference
April 22 and 23, 2016

Red Lion Hotel
510 South Kelso Drive • Kelso, WA

Unlocking Doors of Opportunity is the theme of WAEOP's 2016 Spring Conference. The focus of this event will be to provide information, education, leadership, and service opportunities to educational office professionals. Regardless of where someone is in their career—a new hire, retiree, or somewhere between—opening the door to possibilities for professional and/or personal growth can provide fulfilling and enriching experiences.

Educational office professionals from around the state will come together in Kelso, April 22 and 23, to open doors, hold a door for another, and/or walk through one being held for them. If you are looking for ways to increase your skills and knowledge, and share with others through networking, leadership, and/or service, plan to attend the 2016 WAEOP Conference!

There will be board and committee meetings, trainings, and functions April 21, and conference begins in full force Friday morning, with a general session. You'll want to arrive early enough to get checked-in/registered in order to make it to the general session at 8 a.m.! Mark your calendar and register for Spring Conference—an exclusive WAEOP engagement filled with education, networking, and recognition.

When: April 22 and 23, 2016
April 21, Board and committee activities

Where: Red Lion Inn
510 S KELSO DR
KELSO WA 98626
Phone: (360) 636-4400
Fax (360) 425-3296

Rates: Single-\$90
Double-\$90

Reservation rates are guaranteed until March 22, 2016. Breakfast is available at no charge to overnight guests at the hotel.

Dress for the weekend is business to comfortable business. Since the temperature of meeting and training rooms varies, we recommend you come prepared with a wrap, shawl, sweater, or jacket.

The hospitality room will be open for networking, snacking, and socializing at times noted in your conference packet.

This is a *fragrance-free event*. Please refrain from using scented products out of courtesy to those who have asthma, allergies, and/or other respiratory problems.

If you are interested in helping with conference, or have any questions about it, contact Mary Taylor at mary.taylor@tumwater.k12.wa.us. See you in Kelso!



Unlocking Doors of Opportunity at a glance. . .

Thursday, April 21

9 a.m. - 4 p.m.WAEOP board meeting
5:30 - 8:30 p.m.Registration/check-in

Friday, April 22

7 - 7:45 a.m.Registration/check-in
If you did not check in Thursday,
be sure to get your packet before
the first Friday session begins.
8 - 10 a.m.Opening/general session*
10:15 - 11:45 a.m.Educational sessions
12:00 - 1:45 p.m.Membership luncheon
2 - 3:30 p.m.Educational sessions
3:45 - 5 p.m.General session*
5:15 - 5:45 p.m.No-host bar
5:15 - 5:30 p.m.PSP rehearsal
5:45 - 7:30 p.m.PSP dinner banquet # %

*General sessions are attended by
all conference participants.

If you are receiving a PSP certificate, congratulations.
Please indicate (on your registration form) if you are
participating in the PSP celebration, and be sure
you attend rehearsal.

% If you are not receiving a certificate we hope you will
join us Friday evening for the this special event honoring
PSP certificate recipients and enjoy the meal.

Saturday, April 23

7:30 - 7:45 a.m.Conference check-in
If you did not check in Thursday or
Friday, get your packet before
the first Saturday session begins.
8 - 10 a.m.General session*
10:15 - 11:45 a.m.Educational sessions
Noon - 1:45 p.m.Award and
Scholarship Luncheon
2 - 3:30 p.m.Educational sessions
3:45 - 6:15 p.m.General session *
6:30 - 7 p.m.No-host bar
6:30 - 6:45 p.m.Installation rehearsal
7 - 9:30 p.m.Installation Banquet

*General sessions are attended by
all conference participants

Please review the contents of your conference packet
when you check in. Changes, if any, to this schedule and/or
last-minute room changes will be in your packet or
will be posted at the registration table.

Thursday, April 21

On Thursday, the WAEOP Board of Directors will meet from 9 a.m. to 4 p.m., to conduct board business. Board meetings are open to WAEOP members. If you would like to attend the board meeting as a guest, contact WAEOP President, Melisa White at 509-750-3249 or white@mlsd.wednet.edu.

Conference check-in (registration) will be open from 5:30 to 8:30 p.m., on Thursday. If you are unable to check in Thursday, check in Friday before the first session (if you are attending Saturday only, stop at the registration table before 7:45 a.m., Saturday).

The variety of educational sessions offered will allow you to choose training that will best support your professional/career and personal growth.

Friday, April 22

Welcome from WAEOP President, Melisa White!

8 to 10 a.m., General session

The Superintendent of the Longview School District, Dr. Zorn, is going to start the morning session by familiarizing us with the southwest Washington area from the perspective of a “transplant” from Montana.



10:15 to 11:45 a.m., Educational sessions

FA-1 Skyward: Excel Reporting

This session covers converting Skyward reports to Excel, basic navigation within Excel, and an overview of commonly used features in Excel.

FA-2 Skyward: Managing the Discipline Module (entry and reporting)

Keep tabs on discipline-related issues with this module. You can track, manage, and report on incidents; link student involvement with incidents; and more.

FA-3 Retirees—Finding Your Ancestors

Do you know where your family tree started? Where were your ancestors during the census reports? Did they fight in the Civil War or the American Revolution? This class shows you how to start your research on family genealogy. It covers types of information to record for future family members, how to do research using free websites and paid subscription services. Handouts will be provided.

FA-4 Professional Standards Program—what you need to know

What is “PSP?” What does it mean for me? If you want to know what it takes to earn a Professional Standards Program certificate and how it may boost your career, this workshop is for you. By the end of the session you will see how the forms and documentation

come together to form a complete application so you will be able to gather what is required and complete your application.

FA-5 Tons of Tips and Tunes for Thrivers

“It’s not so much what *happens* as what you do,” says presenter, Kim Ratz. And, he admits, when you are facing change, challenge, and/or conflict regarding someone or something important to you, this is easier said than done. Because we rarely get a “do-over” chance, it is important to be *congruent*, align *attitudes* (beliefs and values) with *aptitude* (skill and ability) and *actions* (words and deeds); and do what you believe is the right/best thing so you can be your best. This program is all about participants getting inspired again about what they *can* do better, how they can reframe situations, how they can manage their own morale, and develop a personal goal that will help them relate even better with others. This session will be repeated Saturday morning.

Noon to 1:45 p.m., Membership luncheon

2 to 3 :30 p.m., Educational sessions

FP-6 Helping Children Grieve

The days surrounding a death can be a confusing and disorienting time for children. Explaining death to a child can be a difficult topic—it is a frightening concept for most of us. Knowing how to explain, accept feelings, and express feelings is crucial in helping young people understand that death is part of life. This session will present ideas and insights for working with young people who are grieving.

FP-8 Skyward Reports with Excel

Repeat session—see description FA-1.

FP-8 Skyward Managing the Discipline Module

Repeat session—see description FA-2

FP-9 Are You Just a Bagger?

Everyone can make a difference and create meaningful memories for *customers*. You can be the catalyst that motivates a student to be at school, parent to be involved, coworker to hone his/her skills, and more. Let’s share our answers to the age-old question, “What is *right* with our schools?” The real tragedy of public education these days is that too many of us who know the truth, and have witnessed great learning take place, remain silent while schools are being bashed. All of us can, and will, make a major difference in our customers’ lives if we determine we are not “just the bagger.”

3:45 to 5 p.m., General session

Show, place, win! Assure your professional trifecta with involvement at the local, state, and national levels. (If you don’t have a local association, you can get help starting one.) Susan Belliston will discuss the importance of a professional network and the impact that involvement in your professional associations can have on your career.

Saturday, April 23

8 to 10 a.m., General Session

Dr. Ismael Vivanco will present the Art of “Ish.” We’ll focus on fishing, wishing, and being childish; extinguishing the negative; and dishing up heaping helpings of empathy and understanding.

10:15 to 11:45 a.m., Educational sessions

SA-1 McKinney-Vento

Do you have questions about the McKinney-Vento Act? If you are part of the homeless student safety net, you are part of the crucial team that helps identify, qualify, and assist homeless youth. When you sign up for this session, please e-mail your “most pressing” McV question to Mary Taylor. Questions will be shared with the presenter so this session will be geared specifically to participant needs. This session will be repeated in the afternoon.

SA-2 Google Docs

We will focus on sharing, collaboration, and publishing. Learn how to create, format, and access tools, features, and history; insert content, images, art, and references; share, comment, edit, and collaborate; use add-ons; and more!

SA-3 Tons of Tunes and Tips for Thrivers

Repeat session—see description FA-5

Noon to 1:45 p.m., Awards & Scholarships luncheon

2 to 3:30 p.m., Educational sessions

SP-4 Professional Standards Program—finish up your paperwork (meet the May 15 deadline)

You know you have everything to apply for a PSP certificate or upgrade; now work through PSP forms, have your application notarized, and get your paperwork submitted to AEOP! *Bring copies of documents* to demonstrate your professional involvement, course work, credit classes, and inservice so you can pull your application together!

SP-5 Google Sheets

We will focus on data analysis of sheets and forms as we identify the why and how to collect data with Google apps, create surveys, understand the difference between Sheets and Excel, and how to import and export *between* Excel and Sheets.

SP-6 Organizational Skills and Time Management

NAEOP’s Northwest Area Director, Susan Belliston joins us for a general session focusing on organizing and prioritizing. As office professionals we are being asked to do more. Learn how to organize and manage time to get it done! Topics will include: getting organized, time management, using lists, prioritizing tasks, and working with kindness and a smile.

SP-7 McKinney-Vento

Repeat session—see description SA-1

SP-8 Past Presidents’ Session

3:45 to 6:15 p.m., General Session

Despite all the “easy buttons” and the sense that we should always be in control, *stuff happens!* It seems there is always *something* and if it is not happening to you, then the *something* is impacting you although it is happening to someone else. One of the surest ways to survive all the *something* moments that come into our lives is to be resilient. Resilience helps you be good at your most important roles in life—your family, your job, and reaching your goals! Kim Ratz shares a lighthearted look at how life seems to ensure there is always *something* to knock you down or keep you up at night. Then, he will share several strategies to help keep your stress level down and morale up!

Questions: If you need help registering, or have general conference questions, contact Mary Taylor (conference planning chair and registrar) at:

360-943-6299 (after 4 p.m.)
mary.taylor@tumwater.k12.wa.us

Want to help with Spring Conference?

Contact Mary Taylor, by April 15, to let her know you are interested in helping.

Need PSP association-involvement points?

If you are working on a Professional Standards Program certificate application or upgrade, you may be able to earn a point for association involvement/activity during conference. If you want to find out how, contact Mary Taylor *by April 15*.

Cancellations

Written notice of cancellation must be received by April 13 for a refund of the registration fee (less \$25). A \$25 fee, for registrations cancelled by April 13, will be retained by WAEOP. *Cancellations received after April 13 will not be refunded.* If you must cancel, send your written request to, Mary Taylor.

Special Events

Throughout conference, there will be special events and activities relating to WAEOP’s 60th Anniversary! Friday



morning, the welcome session will include “tea” and “light breakfast.” Overnight hotel guests may enjoy complimentary breakfast courtesy of Red Lion, this light meal is separate (and exclusive for conference participants) from the hotel breakfast. The first 60 people to register will receive a special gift (courtesy of Nikki and Ronnie Larson). So... expect surprises... the unexpected at this conference.

About the presenters:

Susan Belliston has worked at Burley High School (in Idaho) for 28 years. She started out as a media specialist and became the registrar in 1993. She is a member of her local and state affiliates and joined NAEOP in 1997. Susan has served in various positions in her local and state associations. She was appointed as high school/career technical education chair (by Kathy Buck in 2010) and served two years in that position. In 2012, she was elected as NAEOP’s northwest area director and has served two terms.

In July 2016, Susan will be installed as vice president of NAEOP. Susan has enjoyed being an active part of NAEOP for several years and looks forward to additional opportunities for personal and professional growth.

Kathy (Lech) Buck was the office manager at Pioneer Middle School (in the Steilacoom School District) for more than two dozen years. Three years ago she retired, moved to Idaho, and married “God’s gift” to her. She enjoys ranch life with her husband (John) and is busy as the children’s director at church, vice president of her local Rotary chapter, field service chair on the IDAHO AEOP board, and serves as an advisor to several NAEOP board members.

Kathy cherishes her memories as a past WAEOP and past NAEOP president and continues to give back to her associations in any way she can. Kathy has delivered workshops around the nation, but is always happy to “be home” with Washington AEOP members.

Tami Collins is an Olympia native. She, along with a younger sister and brother, moved around a bit with their parents, then settled back in Olympia, where Tami enrolled in Chinook Middle School; she graduated from North Thurston High. The majority of Tami’s family still lives in the Olympia area. Tami succumbed to an opportunity for adventure by moving to Nevada, just out of high school. There, she met the man who became her husband. It was also there that she decided she needed more green and more wet (yes, rain) in her life, and she and her husband relocated to her old stomping ground.

Tami’s work life began early (she worked in her parents’ business beginning at age 13). She has worked in food service, as an office manager at Western State Hospital, and in the Tumwater School District Superintendent’s office. Work in the mental health field provided insight that helped her transition to the duties of the McKinney-Vento liaison; however, she says she still had little idea what some students were facing as they left school each day. She is thankful for every day she gets to work with a team that has the same goal in mind—getting kids to school and helping them be

successful and work to graduate and accept a lifetime of opportunities.

In addition to time with her husband, Tami enjoys photography and spends a great deal of time “driving from one set of bleachers to the next” watching her sons play sports—it’s a life she wouldn’t trade for the world!

Jennifer Gould works for Together of Thurston County. Together is a nonprofit organization that connects at-risk students with services they need to increase the graduation rate, academic success, and overall student wellness. Jennifer and her husband have two children. Jennifer’s work life is filled with her “other children” for whom she supports the vision that they will be supported, healthy, safe, and valued.

Peggy Guinn has been supporting student records for more than 25 years. She spent 23 years at Evergreen, as head registrar, with three years as part-time assistant for City University (in technology) before joining ESD 121 (in 2006). In her spare time, Peggy enjoys cooking, sewing, reading, and is a *mater* at Angry Birds.

Ronnie Larson has been an office coordinator in the North Mason School District for more than 20 years. While raising three children (and a nephew), as a single mom, and foster parenting several other children during the past seven years, she also has found time to serve on the WAEOP board and be involved in union activities in her district. Life experiences and many courses in human development and relations over the years have added to her specialties in office management.

Ronnie’s degree (computer sciences) from Metropolitan Business College put her on the path to greater learning. Her AAS degree in administrative office services was attained in 2001 from Olympic College, and she continues to take courses to keep skills and knowledge up to date. Ronnie has been a member of WAEOP for 19 years, is a member of NAEOP, and has earned the distinction of CEOE through the Professional Standards Program.

Marilyn Mason served as WAEOP’s president during the 2014-15 term. She has been researching her family genealogy for more than 30 years. She is a member of the Yakima Valley Genealogical Society and has attended numerous genealogy workshops. Marilyn is eagerly awaiting retirement so she can devote more time for her research.

Justin McKaughan started teaching in 2001 in the Tumwater School District. He completed his certification program through UW Tacoma and received his procert through The Evergreen State College. Justin currently serves as the technology integration specialist for secondary schools in the Tumwater School District, teaches classes at ESD 113, and supports Twitter professional development with PSESD. He and Rachel (his wife) and their two young children live in Olympia.

Kim Ratz is a nationally recognized facilitator, troubadour, and vibrant human being. He joins us with

presentations customized specifically for WAEOP. Kim grew up in the Midwest at an idyllic time for America—he lived in a good neighborhood, went to good schools, and had a stay-at-home mom. Upon graduation, he thought he would become the family’s fourth-generation Presbyterian minister, except he was a restless college student with an itch to hitchhike around the country. Somewhere around 1972 he found himself (or his calling) when he came across a program called, “Community Services and Public Affairs.” This began a 20-year career and love of education.

In the early 1990s, Kim embarked on his second career, still as an educator, just in a different way. As a professional speaker, trainer, singer, and songwriter, Kim is able to personalize training sessions and help others tap into what is important in life so they can make choices that help them be the best they can be.

Cheryl Smith helps people through the Professional Standards Program application process. Cheryl is attentive to detail and breaks information and tasks into manageable pieces that make sense. You will notice she finds ways to accomplish as much as possible in the shortest time possible, and she applies creative thinking to be sure everyone benefits from the learning experience.

Robin Swecker has been supporting student records for 19 years. She started in Longview School district and ESD 121 in Vancouver as a student records coordinator before joining WSIPC in 2012. In her spare time, Robin enjoys spending time with her grandchildren, dancing, baking for friends and family, and trying to turn her “brown” gardening thumb “green!”

Dr. Ismael Vivanco is a graduate of Burlington High School and Western Washington University. He has worked at North Central ESD for nearly 25 years and earned his doctorate from Washington State University in 2011. Dr. Vivanco is currently the superintendent of both Palisades and Entiat School Districts. He was selected as the 2015 National Association of Educational Office Professionals (NAEOP) Administrator of the Year.

Dr. Zorn began serving as superintendent of the 6,500-student Longview Public School District July 1, 2015. As leader of the district, Dr. Zorn is responsible for the operations of the organization, which has a \$75 million budget and roughly 900 employees. Prior to leading in Longview, he served 16 years as assistant superintendent of Kalispell (Montana) Public Schools where he coordinated curriculum development, helped supervise administrators, served as lead negotiator in contract talks, and led facilities planning sub-committees. Dr. Zorn has worked as an elementary school principal, elementary school teacher and high school coach. He began his career in 1985.



Indicate *GUEST meal choices here* and include this section with your registration form.

Be sure you total the cost of guest meals and add it on the “Total for Guest Meals” line on your registration form.

Saturday lunch: _____ A Chicken Caesar Salad
\$25 per guest Indicate number of “A” guest lunches
 _____ B Northwest Chicken Apple Salad
 Indicate number of “B” guest lunches

Name(s) of lunch guest(s):

Saturday dinner: _____ A Prime Rib
\$40 per guest Indicate number of “A” guest dinners
 _____ B Chicken and Salmon
 Indicate number of “B” guest dinners
 _____ C Portobello Penne Pasta
 Indicate number of “C” guest dinners

Name(s) of dinner guest(s):

2016 WAEOP Spring Conference Registration

Mail completed registration form and payment to: MARY TAYLOR
1721 91ST AVE SW
OLYMPIA WA 98512

Print neatly; complete all areas, submit BOTH pages. Save money—postmark your registration by April 13.

If you need help registering, contact Mary at mary.taylor@tumwater.k12.wa.us or 360-943-6299 (after 4 p.m.).

Name _____ Do you have your CEOE? ☐ Yes ☐ No
Address _____ Evening phone (_____) _____
City & Zip code _____ Daytime phone (_____) _____
E-mail _____ School district _____

Are you: a *first-time conference attendee? ☐ Yes ☐ No
a new WAEOP member? ☐ Yes ☐ No
receiving a PSP certificate? ☐ Yes ☐ No

Friday lunch: Build-your-own-sandwich
Friday evening: Baked potato and salad bar
Saturday lunch: Chicken Caesar salad *or* Northwest chicken apple salad
Saturday evening: Prime rib, Grilled chicken and salmon, *or* Portabella penne pasta
Indicate your meal choice on the lower portion of this page.

If you have a specific dietary need, please note it here. _____

\$ _____ Conference fee (choose one)—fee includes \$3 contribution to the WAEOP scholarship fund (If you choose the convenience of paying electronically online or with a debit/credit card number on your registration form, please remember to include the \$1.50 transaction fee. Conference fees listed below do not include this transaction fee.)

Full-conference fee includes Friday lunch and dinner, and Saturday lunch and dinner.

- \$175—WAEOP member (postmarked by April 13)
- \$210—*Non-WAEOP member* participant (postmarked by April 13)
- \$135—Retired WAEOP member (postmarked by April 13)

Friday-only fee includes the Membership Luncheon and PSP celebration banquet.

- \$135—WAEOP member (postmarked by April 13)
- \$170—*Non-WAEOP member* participant (postmarked by April 13)
- \$100—Retired WAEOP member (postmarked by April 13)

Saturday-only fee includes the Saturday Awards and Scholarship Luncheon and Installation banquet.

- \$135—WAEOP member (postmarked by April 13)
- \$170—*Non-WAEOP member* participant (postmarked by April 13)
- \$100—Retired WAEOP member (postmarked by April 13)

\$250—All registrations (including one-day only) postmarked after April 13 are \$250.

Postmark your registration by April 13 to \$ave!

\$ _____ If you wish to pay WAEOP dues with your registration, indicate if you are ☐ new/joining *-or-* ☐ renewing.

Check the type of membership for which you are paying, and include the appropriate annual dues.

Remember to complete and submit a membership form if you are paying membership dues!

- ☐ **\$35 Regular, active membership** is open to office personnel in public school districts, private schools, educational service districts, state educational offices, and institutes of higher education.
- ☐ **\$5 Retiree membership** is reserved for members who have retired and can certify active WAEOP membership for the two years preceding retirement.
- ☐ **\$10 Associate membership** is available to persons not eligible for active membership, who are interested in promoting the purposes of WAEOP.
- ☐ **\$5 Student membership** is open to high school and/or college students.

\$ _____ Total for guest meals (indicate your guest's selection and their name on a separate sheet—see facing page on left).

\$ _____ GRAND TOTAL enclosed (SEE NEXT PAGE FOR PAYMENT OPTIONS and CANCELLATION POLICY)

Indicate **YOUR** meal choices below (indicate guest meals on a separate sheet—see facing page, left).

Saturday lunch: ☐ A—Chicken Caesar Salad
☐ B—Northwest Chicken Apple Salad

Saturday dinner: ☐ A—Prime Rib ☐ C—Portobello
☐ B—Chicken and Salmon

First 60 Registered
Receive a special gift.
Register early!

Cancellation Policy: Cancellation requests must be received in writing no later than April 13 in order to receive a refund (\$25 of the registration fee will be retained by WAEOP). Substitutions are allowed. If you are unable to attend and someone else can come in your place, please contact Mary Taylor to let her know. Cancellations received after April 13 cannot be refunded.

Friday Workshop Choices:

	First	Second
10:15 to 11:45 a.m.	_____	_____
2 to 3:30 p.m.	_____	_____

Saturday Choices:

	First	Second
10:15 to 11:45 a.m.	_____	_____
2 to 3:30 p.m.	_____	_____

WAEOP offers three ways to pay!
checks, money orders, and purchase orders
***debit/credit card**
***electronic PayPal payments**

***All electronic forms of payment (credit/debit cards, and PayPal) made to WAEOP will include a \$1.50 transaction fee.**



Choose your payment option below and follow the instructions.

If you need help with your registration or payment option contact Mary Taylor at:

mary.taylor@tumwater.k12.wa.us or 360-943-6299

MARY TAYLOR
 1721 91ST AVE SW
 OLYMPIA WA 98512



☐ **I am paying by check, money order, or purchase order**

- Fill out this form and print it to send with your Conference Registration form.
- Mail the completed form and check, money order, or purchase order to Mary Taylor, registrar
- Purchase Order number _____ (include a copy of the PO)
- If paying for a membership or renewing a membership, include a membership form.

☐ **I am paying by credit/debit card—A \$1.50 transaction fee will be added to your total.**

- Fill out this form and print it to include with your Conference Registration form.
- Fill out the credit/debit card information below ONLY if paying by credit/debit card.
- If paying for a WAEOP membership or renewing a membership, include a membership form.
- Print the form and mail it to Mary Taylor, registrar - OR - scan your completed form and send it to Mary's e-mail (mary.taylor@tumwater.k12.wa.us).

Card number _____

Expiration date (mm/yyyy) _____ / _____ Cardholder's zip code _____

Print cardholder name **exactly** as it appears on your card _____

☐ **I am paying by PayPal. This option is for REGISTRATION ONLY. If you are ordering guest meals, you need to use a different payment option. (A \$1.50 transaction fee for electronic payment will apply.)**

- Fill out this form completely and print it to send with your Conference Registration form.
- Click the **PayPal** button on the website to pay your conference registration amount
- To pay your membership or renewal, go to the membership section on the website and use the **PayPal** button to join or renew. Please include/submit a membership form with your registration.
- Print the form and mail it to Mary Taylor, registrar - OR - scan your completed form and send it to Mary's e-mail (mary.taylor@tumwater.k12.wa.us).